

Online On duty/Time-Loss System

Users Manual

Steps for applying OD/TimeLoss :-

Homepage



Application of Od / TimeLoss.

On the Home page click on the link under Apply New – “Od /TimeLoss Module” for applying new od/timeloss.



Select OD/TimeLoss Type.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
Welcome Santoshkumar Vishnubhai Thakor

Home Page | Logout

On Duty

 Pers. No 700854
Grade UB

Name Santoshkumar Vishnubhai Thakor
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss*

Date*

Shift Code*

From Time*

To Time*

Reason*

Workflow operations.

Click to select authority

Select shift code in case of shift code is not available from table.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
Welcome Santoshkumar Vishnubhai Thakor

Home Page | Logout

On Duty

 Pers. No 700854
Grade UB

Name Santoshkumar Vishnubhai Thakor
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss*

Date*

Time In	Time Out
07.58	17.14

Shift Code*

From Time*

To Time*

Reason*

Workflow operations.

Click to select authority

After filling all the details select on the radio button Click to select authority or other Authority. A dropdown of authorities will be opened. Select the authority whom to send the application and press submit button.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
 Welcome Santoshkumar Vishnubhai Thakor

On Duty
 Pers. No 700854
 Grade U8
 Name Santoshkumar Vishnubhai Thakor
 Desig. IFFCO Trainee
 Dept. MAINTENANCE
 Section MECH.SERVICES
 Unit Kalol
 Work Unit Kalol
 Mobile 9067713097
 Email jtripathi@iffco.in

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* ONDUTY
 Date* 26/02/2016
 Shift Code* G
 From Time* 07.00
 To Time* 07.57
 Reason* any reason

Time In	Time Out
07.58	17.14

Workflow operations.
 Click to select authority Select Authority Other Authority

Save as Draft Submit

Confirmation message along with the sequence number of Od / TimeLoss application is displayed

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
 Welcome Santoshkumar Vishnubhai Thakor

On Duty
 Pers. No 700854
 Grade U8
 Name Santoshkumar Vishnubhai Thakor
 Desig. IFFCO Trainee
 Dept. MAINTENANCE
 Section MECH.SERVICES
 Unit Kalol
 Work Unit Kalol
 Mobile 9067713097
 Email jtripathi@iffco.in

Type New
 Status Applied
 Doc No 219
 Pending With
 Sanction By
 Approval Chain

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* ONDUTY
 Date* 26/02/2016
 Shift Code* G
 From Time* 07.00
 To Time* 07.57
 Reason* any reason

Actual Punched Time 07.58-17.14
[OD/TimeLoss History Detail](#)

Time In	Time Out
07.58	17.14

Confirmation Message
 Messages
 OD/TimeLoss Serial No ->219 has been applied
 Ok

Workflow operations.
 Select Authority S D Devchakke Other Authority

Submit Withdraw Application

Recommendation / Sanction of Od / TimeLoss :- The recommendation and sanctioning can be done in two ways.

1. By Opening the application and recommending / Sanctioning it from the email link.
2. By Logging into the application from EIS and clicking on the Link "Recommend / Sanction Od / TimeLoss "

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome S D Devchakke

Home Page Logout

Documents pending for recommend / sanction

Instructions

- Please click on Applicant Personal No to open a document.

Applicant PNo.	Name	Document SNo.	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Status
700854	Santoshkumar Vishn...	219	09/05/2016	ONDUTY	07.00	07.57	07.58-17.14	New	Applied
700854	Santoshkumar Vishn...	216	09/05/2016	ONDUTY	07.02	07.58	07.59-17.13	New	Applied
700854	Santoshkumar Vishn...	211	29/04/2016	ONDUTY	07.22	17.25		Revised	Applied
700854	Santoshkumar Vishn...	206	29/04/2016	ONDUTY	07.15	08.01	08.02-17.12	New	Applied
700854	Santoshkumar Vishn...	205	29/04/2016	ONDUTY	07.00	07.52	07.57-17.12	New	Applied
700854	Santoshkumar Vishn...	201	28/04/2016	OD INTIMATION	07.00	07.56	08.01-20.51	New	Applied

On duty History detail

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome S D Devchakke

Home Page Logout

On Duty

Pers. No 700854
Grade U8

Name SANTOSHKUMAR VISHNUBHAI THAKOR
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Type New
Status Applied

Doc No 219
Pending With S D DEVCHAKKE

Sanction By
Approval Chain

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* ONDUTY
Date* 26/02/2016
Shift Code* G
From Time* 07.00
To Time* 07.57
Reason* any reason
Actual Punched Time 07.58-17.14
[OD/TimeLoss History Detail](#)

Workflow operations.
 Forward Recommend Approve Reject

Applicant OD/TimeLoss History Detail

Personal No	OD Date	OD Type	Shift Code	From Time	To Time	Reason
700854	29/4/2016	O	G	07.05	17.10	
700854	25/4/2016	O	G	08.00	17.10	
700854	13/4/2016	T	G	07.00	07.57	
700854	2/3/2016	O	G	07.20	17.20	
700854	1/3/2016	O	G	07.00	07.56	
700854	19/2/2016	O	G	07.00	07.58	
700854	17/2/2016	T	G	07.00	07.58	
700854	16/2/2016	T	G	07.20	07.59	
700854	3/2/2016	O	G	07.00	07.58	
700854	28/1/2016	O	G	08.22	11.45	social work at ahmedabad
700854	13/1/2016	O	G	07.20	07.52	

No. of OD in Calander Year : 12

Confirmation message along with the sequence number of Od / TimeLoss - On duty application is displayed

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
Welcome S D Devchakke

On Duty

Pers. No. 700854
Grade U8

Name: SANTOSHKUMAR VISHNUBHAI THAKOR
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Type: None
Status: Approved

Doc No: 239

Sanction By: Approved Chain

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* **ONDUTY**

Date* 26/02/2016

Shift Code* G

From Time* 07.00

To Time* 07.57

Reason* any reason

Actual Punched Time 07.58-17.14

[OD/TimeLoss History Detail](#)

Confirmation Message

Messages

The OD/TimeLoss Requestion has been successfully approved

Workflow operations

Remarks

Exit

OD/Time Loss Type (TimeLoss)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
Welcome Santoshkumar Vishnubhai Thakor

On Duty

Pers. No 700854
Grade U8

Name Santoshkumar Vishnubhai Thakor
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* **TIME LOSS**

	Time In	Time Out
Date* 23/02/2016	08.00	17.15

Shift Code* G

From Time* 07.00

To Time* 07.59

Reason* any reason

Workflow operations

Click to select authority Select Authority S D Devchakke Other Authority Save as Draft Submit

Recommendation / Sanction of Od / TimeLoss (TimeLoss)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome S D Devchakke



Home Page Logout

Documents pending for recommend / sanction

Instructions

- Please click on Applicant Personal No to open a document.


Applicant PNo.	Name	Document SNo.	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Status
700854	Santoshkumar Vishn...	220	09/05/2016	TIME LOSS	07.00	07.59	08.00-17.15	New	Applied
700854	Santoshkumar Vishn...	216	09/05/2016	ONDUTY	07.02	07.58	07.59-17.13	New	Applied
700854	Santoshkumar Vishn...	211	29/04/2016	ONDUTY	07.22	17.25		Revised	Applied
700854	Santoshkumar Vishn...	206	29/04/2016	ONDUTY	07.15	08.01	08.02-17.12	New	Applied
700854	Santoshkumar Vishn...	205	29/04/2016	ONDUTY	07.00	07.52	07.57-17.12	New	Applied
700854	Santoshkumar Vishn...	201	28/04/2016	OD INTIMATION	07.00	07.56	08.01-20.51	New	Applied

Time Loss History detail

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome S D Devchakke



Home Page Logout

On Duty

Per. No 700854
Grade U8

Type New
Status Applied

Name SANTOSHKUMAR VISHNUBHAI THAKOR
Desig. IFFCO Trainee

Doc No 220
Pending With S D DEVCHAKKE

Dept. MAINTENANCE
Section MECH.SERVICES

Sanction By Approval Chain

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* TIME LOSS

Date* 23/02/2016

Shift Code* G

From Time* 07.00

To Time* 07.59

Reason* any reason

Actual Punched Time 08.00-17.15

[OD/TimeLoss History Detail](#)

Applicant OD/TimeLoss History Detail

Personal No	Time-Loss Date	Early Going Hours	Lost Hours	Late Coming Hours	Actual Punched Time
700854	28/1/2016	0	2.22	0	8.01-8.21, 8.32-9.35, 11.46-17.12

No. of Time Loss in Calander Year : 1

Workflow operations.

Forward
 Recommend
 Approve
 Reject

Approval History of OD/TimeLoss Type (Onduty,TimeLoss)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED														
WORKFLOW APPLICATIONS														
Welcome S D Devchakke														
 Home Page Logout														
List of On Duty Requisitions Recommended/Sanctioned														
View <input type="button" value="Detach"/>														
Name	Personal No	Document SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Original Doc No	Status	Pending With	Recommend By	Sanction By	Reject By
SANTOSHKUMAR ...	700854	220	9/5/2016	TIME LOSS	07.00	07.59	08.00-17.15	New		Approved			S D DEVCHAKKE	-
SANTOSHKUMAR ...	700854	219	9/5/2016	ONDUTY	07.00	07.57	07.58-17.14	New		Approved			S D DEVCHAKKE	-
SANTOSHKUMAR ...	700854	210	29/4/2016	OD INTIMATION	07.20	17.25		Cancellation		Accepted			S D DEVCHAKKE	- Docume
SANTOSHKUMAR ...	700854	209	29/4/2016	OD INTIMATION	07.10	17.25		Cancellation		Accepted			S D DEVCHAKKE	- Docume
SANTOSHKUMAR ...	700854	207	29/4/2016	ONDUTY	07.20	07.52	07.53-17.11	New		Accepted			S D DEVCHAKKE	- Docume

Acceptance History of OD/TimeLoss Type (Onduty,TimeLoss)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED														
WORKFLOW APPLICATIONS														
Welcome J P Singh														
 Home Page Logout														
List of Requisitions Pending for Acceptance														
View <input type="button" value="Accept Selected"/> <input type="button" value="Reject Selected"/> <input type="button" value="Detach"/>														
SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Type	Recommend By	Sanction By	Status	
220	23/2/2016	TIME LOSS	7	7.59	08.00-17.15	700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	
219	26/2/2016	ONDUTY	7	7.57	07.58-17.14	700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	
215	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASMU KH P PATEL	Approved	
212	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMU KH P PATEL	Approved	
202	30/4/2016	OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	
61	1/3/2016	FORGOT CARD	17.14	20.3	8.07-17.13	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMU KH P PATEL	Approved	

On duty Accept select Requisition.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED													 <small>Wholly owned by Cooperatives</small>
WORKFLOW APPLICATIONS													Welcome J P Singh Home Page Logout
List of Requisitions Pending for Acceptance													
View	Accept Selected	Reject Selected	Detach										
SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Type	Recommend By	Sanction By	Status
220	23/2/2016	TIME LOSS	7	7.59	08.00-17.15	700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved
219	26/2/2016	ONDUTY	7	7.57	07.58-17.14	700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved
215	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	Approved
212	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	Approved
202	30/4/2016	OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved
61	1/3/2016	FORGOT CARD	17.14	20.3	8.07-17.13	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	Approved

Time - loss Reject selected Requisition.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED													 <small>Wholly owned by Cooperatives</small>
WORKFLOW APPLICATIONS													Welcome J P Singh Home Page Logout
List of Requisitions Pending for Acceptance													
View	Accept Selected	Reject Selected	Detach										
SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Type	Recommend By	Sanction By	
220	23/2/2016	TIME LOSS	7	7.59	08.00-17.15	700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	
215	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	
212	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	
202	30/4/2016	OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	
61	1/3/2016	FORGOT CARD	17.14	20.3	8.07-17.13	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	
42	9/2/2016	ONDUTY	7.2	7.25	8.1-17.14	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PATEL	

On Duty - Change Status to Draft mode.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome Santoshkumar Vishnubhai Thakor



Home Page | Logout

On Duty

	Pers. No 700854 Grade UB	Name SANTOSHKUMAR VISHNUBHAI THAKOR Desig. IFFCO Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in
Type New Status Returned		Doc No 220	Sanction By S D DEVCHAKKE, Ch. Mgr.(Mech) at 09-05-2016 12:49:56 pm Approval Chain S D DEVCHAKKE		

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* TIME LOSS

Date* 23/02/2016

Shift Code* G

From Time* 07.00

To Time* 07.59

Reason* any reason

Actual Punched Time 08.00-17.15

[OD/TimeLoss History Detail](#)

Workflow operations.

OD/TimeLoss Type - OD Intimation

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome Santoshkumar Vishnubhai Thakor



Home Page | Logout

On Duty

	Pers. No 700854 Grade UB	Name Santoshkumar Vishnubhai Thakor Desig. IFFCO Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in
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Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

<p>OD/Time Loss* OD INTIMATION</p> <p>Date* 10/05/2016</p> <p>Shift Code* G</p> <p>From Time* 07.00</p> <p>To Time* 17.10</p> <p>Reason* any reason</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Time In</td> <td style="padding: 5px;">Time Out</td> </tr> <tr> <td colspan="2" style="padding: 10px; font-weight: bold;">Punch Detail Not Found.</td> </tr> </table>	Time In	Time Out	Punch Detail Not Found.	
Time In	Time Out				
Punch Detail Not Found.					

Workflow operations.

Select Authority S D Devchakke
 Other Authority

Recommendation / Sanction of Od / TimeLoss (OD Intimation)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome S D Devchakke



Home Page | Logout

Documents pending for recommend / sanction

Instructions

- Please click on Applicant Personal No to open a document.

Applicant PNo.	Name	Document SNo.	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Status
700854	Santoshkumar Vishn...	225	10/05/2016	OD INTIMATION	07.00	17.10		New	Applied
700854	Santoshkumar Vishn...	222	09/05/2016	ONDUTY	07.20	17.20		Revised	Applied
700854	Santoshkumar Vishn...	216	09/05/2016	ONDUTY	07.02	07.58	07.59-17.13	New	Applied
700854	Santoshkumar Vishn...	211	29/04/2016	ONDUTY	07.22	17.25		Revised	Applied
700854	Santoshkumar Vishn...	206	29/04/2016	ONDUTY	07.15	08.01	08.02-17.12	New	Applied
700854	Santoshkumar Vishn...	205	29/04/2016	ONDUTY	07.00	07.52	07.57-17.12	New	Applied

Od Intimation History detail

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome S D Devchakke



Home Page | Logout

On Duty



Pers. No 700854
Grade UB

Name SANTOSHKUMAR VISHNUBHAI THAKOR
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Type New
Status Applied

Doc No 225
Pending With S D DEVCHAKKE

Sanction By
Approval Chain

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * Indicates mandatory fields

OD/Time Loss* OD INTIMATION

Date* 11/05/2016

Shift Code* G

From Time* 07:00

To Time* 17:10

Reason* any reason

Actual Punched Time

[OD/TimeLoss History Detail](#)

Applicant OD/TimeLoss History Detail

Personal No	OD Date	OD Type	Shift Code	From Time	To Time	Reason
700854	29/4/2016	O	G	07.05	17.10	
700854	25/4/2016	O	G	08.00	17.10	
700854	13/4/2016	T	G	07.00	07.57	
700854	2/3/2016	O	G	07.20	17.20	
700854	1/3/2016	O	G	07.00	07.56	
700854	26/2/2016	O	G	07.00	07.57	
700854	19/2/2016	O	G	07.00	07.58	
700854	17/2/2016	T	G	07.00	07.58	
700854	16/2/2016	T	G	07.20	07.59	
700854	3/2/2016	O	G	07.00	07.58	
700854	28/1/2016	O	G	08.22	11.45	social work at ahmedabad

No. of OD in Calander Year : 13

Workflow operations.

Forward
 Recommend
 Approve
 Reject

Approval History of OD/TimeLoss type (OD Intimation)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED														IFFCO	
WORKFLOW APPLICATIONS														Wholly owned by Cooperatives	
Welcome S D Devchakke														HomePage Logout	
List of On Duty Requisitions Recommended/Sanctioned															
View	Detach														
Name	Personal No	Document SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Original Doc No	Status	Pending With	Sanction By	Reject By	Recommen By	Remarks
SANTOSHKUMAR ...	700854	225	10/5/2016	OD INTIMATION	07.00	17.10		New		Approved		S D DEVCHAKKE			-
SANTOSHKUMAR ...	700854	223	9/5/2016	OD INTIMATION	07.01	17.20		Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Si
SANTOSHKUMAR ...	700854	221	9/5/2016	OD INTIMATION	07.00	17.10		Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Si
SANTOSHKUMAR ...	700854	219	9/5/2016	ONDUTY	07.00	07.57	07.58-17.14	New		Accepted		S D DEVCHAKKE			- Document entered at Si
SANTOSHKUMAR ...	700854	210	29/4/2016	OD INTIMATION	07.20	17.25		Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Si
SANTOSHKUMAR ...	700854	209	29/4/2016	OD INTIMATION	07.10	17.25		Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Si

Acceptance History of OD/TimeLoss Type (Od Intimation)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED														IFFCO	
WORKFLOW APPLICATIONS														Wholly owned by Cooperatives	
Welcome J P Singh														Home Page Logout	
List of Requisitions Pending for Acceptance															
View	Accept Selected	Reject Selected	Detach												
SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Type	Recommend By	Sanction By	Status		
225	11/5/2016	OD INTIMATION	7	17.1		700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved		
215	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASHMUKH P PAT...	Approved		
212	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PAT...	Approved		
202	30/4/2016	OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS...	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved		
61	1/3/2016	FORGOT CARD	17.14	20.3	8.07-17.13	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PAT...	Approved		
42	9/2/2016	ONDUTY	7.2	7.25	8.1-17.14	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASHMUKH P PAT...	Approved		

Revised for OD/TimeLoss Type (Od Intimation)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome Santoshkumar Vishnubhai Thakor



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Pers. No 700854
Grade U8

Name Santoshkumar
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Desig. IFFCO Trainee

Dept MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

HISTORY OF ON DUTY/TIME LOSS

View Detach

Document SNo.	Type of OD/TimeLoss	Date	From Time	To Time	Actual Punched Time	Document Status	Status By	Status Date	Revise	Cancel
225	OD INTIMATION	10/5/2016	07.00	17.10		Accepted	102533	10/5/2016	Revise	Cancel
223	OD INTIMATION	9/5/2016	07.01	17.20		Accepted	102533	9/5/2016		
222	ONDUTY	9/5/2016	07.20	17.20		Applied	102533	9/5/2016		
221	OD INTIMATION	9/5/2016	07.00	17.10		Accepted	102533	9/5/2016		
220	TIME LOSS	9/5/2016	07.00	07.59	08.00-17.15	Draft Mode				
219	ONDUTY	9/5/2016	07.00	07.57	07.58-17.14	Accepted	102533	9/5/2016		

After Revised Type od/timeloss type is (On Duty)

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

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HISTORY OF ON DUTY/TIME LOSS

View Detach

Document SNo.	Type of OD/TimeLoss	Date	From Time	To Time	Actual Punched Time	Document Status	Status By	Status Date	Revise	Cancel
226	ONDUTY	10/5/2016				Draft Mode				
225	OD INTIMATION	10/5/2016	07.00	17.10		Accepted	102533	10/5/2016		
223	OD INTIMATION	9/5/2016	07.01	17.20		Accepted	102533	9/5/2016		
222	ONDUTY	9/5/2016	07.20	17.20		Applied	102533	9/5/2016		
221	OD INTIMATION	9/5/2016	07.00	17.10		Accepted	102533	9/5/2016		
220	TIME LOSS	9/5/2016	07.00	07.59	08.00-17.15	Draft Mode				

Revised document

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
Welcome Santoshkumar Vishnubhai Thakor

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On Duty

	Pers. No 700854 Grade U8	Name SANTOSHKUMAR VISHNUBHAI THAKOR Desig. IFFCO Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in
Type Revised Status New Document		Doc No 226	Sanction By Approval Chain		

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * Indicates mandatory fields

OD/Time Loss* ONDUTY

Date* 11/05/2016

Shift Code* G

From Time* 07.20

To Time* 17.02

Reason* any reason

Actual Punched Time

Workflow operations.


Click to select authority Select Authority S D Devchakke Other Authority Save as Draft Submit Exit

Confirmation message along with the sequence number of Od / TimeLoss (On duty) application is displayed

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS
Welcome Santoshkumar Vishnubhai Thakor

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On Duty

	Pers. No 700854 Grade U8	Name SANTOSHKUMAR VISHNUBHAI THAKOR Desig. IFFCO Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in
Type Revised Status Applied		Doc No 226 Pending With	Sanction By Approval Chain		

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * Indicates mandatory fields

OD/Time Loss* ONDUTY

Date* 11/05/2016

Shift Code* G

From Time* 07.20

To Time* 17.02

Reason* any reason

Actual Punched Time

[OD/TimeLoss History Detail](#)

Workflow operations.

Select Authority S D Devchakke Other Authority Submit Withdraw Application Exit

Confirmation Message

Message

OD/TimeLoss Serial No ->226 has been applied

OK

Requisition can be cancelled only after it has been Accepted by Time Office.


INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome Santoshkumar Vishnubhai Thakor



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Pers. No 700854
Grade UB

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HISTORY OF ON DUTY/TIME LOSS

View [Detach](#)

Document SNo.	Type of OD/TimeLoss	Date	From Time	To Time	Actual Punched Time	Document Status	Status By	Status Date	Revised	Cancel
223	OD INTIMATION	9/5/2016	07.01	17.20		Accepted	102533	9/5/2016	Revised	Cancel
222	ONDUTY	9/5/2016	07.20	17.20		Applied	102533	9/5/2016		
221	OD INTIMATION	9/5/2016	07.00	17.10		Accepted	102533	9/5/2016		
220	TIME LOSS	9/5/2016	07.00	07.59	08.00-17.15	Draft Mode				
219	ONDUTY	9/5/2016	07.00	07.57	07.58-17.14	Accepted	102533	9/5/2016		
217	ONDUTY	9/5/2016	07.10	07.57	07.58-17.14	Applied	106663	9/5/2016		

After Cancel Requisition to show Type is Cancel.

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

WORKFLOW APPLICATIONS

Welcome Santoshkumar Vishnubhai Thakor



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Pers. No 700854
Grade UB

Name SANTOSHKUMAR VISHNUBHAI THAKOR
Desig. IFFCO Trainee

Dept. MAINTENANCE
Section MECH.SERVICES

Unit Kalol
Work Unit Kalol

Mobile 9067713097
Email jtripathi@iffco.in

Type Cancel
Status Accepted

Doc No 223

Sanction By S D DEVCHAKKE.Ch. Mgr.(Mech) at 09-05-2016 01:34:48 pm
System Rem. Document entered at Sr No in HRMS
Approval Chain S D DEVCHAKKE -> SANTOSHKUMAR VISHNUBHAI THAKOR

Instructions

- Please select the Relevant On Duty Type
- Select the date it will show the History of Punch time in panel.
- * indicates mandatory fields

OD/Time Loss* OD INTIMATION

Date* 10/05/2016

Shift Code* G

From Time* 07.01

To Time* 17.20

Reason* any reason

Actual Punched Time

[OD/TimeLoss History Detail](#)

Workflow operations.

[Exit](#)